

# Payment Receipts

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This report function allows you to find and print a receipt for a successful payment that you previously made.

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## Getting Started

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### Step 1

Log onto Mineral Titles Online (MTO).

### Step 2

Click on the **Reports** tab.

### Step 3

Click on the **Payments Receipts** link.

## Payment Receipts Report Filter

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### Step 4

Select the payment method option by clicking on the drop down menu. The options are:

- All methods (is the default option)
- EIGEN - Credit Card [Note: Pre-Sept 16, 2008 Credit Card Provider]
- GARMS - Cash / Cheque
- BC Online
- BCEP - Credit Card [Note: Post-Sept 16 2008 – May 22, 2015 Credit Card interface]
- Beanstream – Credit Card [Note: Post-May 22, 2015 Credit Card interface]

### Step 5

Select the **Start Date** by clicking on each of the drop down menus associated with the Year, Month, and Date.

### Step 6

Select the **End Date** by clicking on each of the drop down menus associated with the Year, Month, and Date.

### Step 7

Click **Next**.

## Payment Receipts Report

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### Step 8

A report will appear listing all payments made for the dates selected.

- If payments found - You will get a report listing the transactions that were processed for the date(s) selected. The last column of the report is labeled **Details**. Click the **See Details** link to see the receipt for that specific item.
  - You have the option to print this detail page by clicking the **print** link at the bottom of the receipt.
  - Click **Back** to view the details for another receipt.
  - Click **Back** again to select another date range.
- If no payments found - You will get a message "There are no payments satisfying your filtering criteria".
  - No transactions were approved and processed within the date(s) selected. Click **Back**. To try searching again, go to Step 4.

### Step 9

When you are finished searching for receipts, click the **Main Menu** link on the left side of the screen, in the grey shaded area, to go back to the main menu.

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